Chapter 7: Data Entry and Validation

The data entry screens display formats available for entry of annual financial statement data. These pages contain accounts, which define the data elements required for the annual financial statement data submission. The purpose of the formatted data entry pages is to standardize financial reporting and eliminate redundancy in the annual financial statement submissions.

The data elements or accounts that comprise the data entry pages for an annual financial statement data submission are based on:

- The owning entity's legal structure as recorded by HUD.
- The owning entity's mortgagor type, as recorded by HUD.
- The type of AFS submission as selected on the **Verify AFS Submission Criteria** screen.

Types of AFS Data Submission Formats

There are now nine types of submission formats or sets of data entry screens as defined by the owning entity's legal structure, the type of mortgagor, and the type of AFS. The list below provides all the FASSUB submission format types:

1. Audited AFS in accordance with Handbook IG 2000.04 for profit-motivated/limited distribution entity
2. Audited AFS in accordance with Handbook IG 2000.04 for cooperative corporation that is other than non-profit
3. Owner-Certified AFS in accordance with HUD Notice 98-25 for a non-profit entity that is other than a cooperative corporation with expenditures of federal awards less than $300K annually
4. Owner-Certified AFS in accordance with HUD Notice 98-25 for a non-profit entity that is a cooperative corporation with expenditures of federal awards less than $300K annually
5. Owner-Certified AFS in accordance with HUD Notice 98-25 for a non-profit entity that is other than a cooperative corporation with expenditures of federal awards greater than or equal to $300K annually
6. Owner-Certified AFS in accordance with HUD Notice 98-25 for a non-profit entity that is a cooperative corporation with expenditures of federal awards greater than or equal to $300K annually
7. Audited AFS in accordance with OMB Circular A-133 for a non-profit entity that is other than a cooperative corporation
8. Audited AFS in accordance with OMB Circular A-133 for a non-profit entity that is a cooperative corporation
9. Owner-certified AFS in accordance with HUD Notices 97-04, 98-13, and 99-09 for a profit motivated/limited distribution entity with a property financed under the Small Project Processing Initiative

Organization of Data Entry Screens

DATA ENTRY SCREENS	
Uniformly designed, regardless of submission type, each data entry screen contains the following features	
Feature	***Description***
Screen Header	Stationary banner at the top of each screen that identifies the system.
Property Information	Provides name of property, FHA/Contract #, and reporting period date from and reporting period date to.
Data Entry Screens	There are eleven main data screens, grouped into three categories: *Supplemental Schedules with Financial Statement Data, Notes & Auditor Reports,* and *Supplemental Data.* The categories display at the top and the bottom of each screen for quick and easy system navigation. The category name is highlighted in blue with a yellow background when it is selected. The two other categories are links that allow the user to quickly navigate from category to category. Click on an underlined link and the selected category displays.
Data Entry Links	The eleven main data entry screens are accessed via links within the three categories. These data screen links are like dividers in a folder, and provide access to the data entry screens associated with each category. Like the three category links, the data links are also located at the top and bottom of each screen and are highlighted in blue with a yellow background when selected.

DATA ENTRY SCREENS

Uniformly designed, regardless of submission type, each data entry screen contains the following features

Features	Description	
Screen Categories and Associated Data Screen Links	**Supplemental Schedules with Financial Statement Data** • Balance Sheet Data • Profit & Loss Data • Equity Data • Cash Flow Data **Notes & Auditor Reports** • Notes • Auditor's Reports • Findings & Prior Audits	**Supplemental Data** • Reserve Account Data • Surplus Cash & Fixed Asset Data • Nursing Home/Assisted Living Data • Certification/Federal Awards Data
Account Data	<table><tr><td>Account #</td><td>Description</td><td>Value</td><td>Details</td></tr></table> Presented in table form with column headings for each screen: • Account numbers vary according to the type of submission. • Description defines the corresponding account number. • Value defines the specific account data for each account number. • Details is a link to another screen with detailed accounts to support the value entered in an original account or data request. Although the screens are presented consistently in the same table set-up, the account numbers displayed may differ from annual financial statement to annual financial statement. Account numbers available to the user depend on the AFS submission type, mortgagor type, and owning entity legal structure type.	
Save Your Work Button	Save Your Work button allows the user to save data once it has been entered. **NOTE:** The user should always save their work before leaving a data entry screen to enter data in other category groups or detail screens. **Failure to do so may result in the loss of entered data.**	
Reset Button	Reset button allows the user to restore a screen to the previously saved data.	

DATA ENTRY SCREENS	
Uniformly designed, regardless of submission type, each data entry screen contains the following features	
Feature	***Description***
***Validate Your Submission* Link**	Initiates validation of the entered data in accordance with HUD business rules. **The user should not initiate validation until all the data for the AFS has been entered and saved.**
***Return to Statement Selection Screen* Link**	Returns the user to the **Statement Selection Screen**.
***Details* Link**	Detailed information may be required for some account values or data requests. When a <u>Details</u> link displays in the Details column, it indicates that another screen for supporting details exists. In the Account Data Definition appendices of this guide, these details are referred to as "Detail Level 1" accounts. Some submission types, however, may require a second screen of details to support findings and prior audits account data, and are referred to as "Detail Level 2."

The table below lists the data entry screens that require completion prior to validation for Single/Combined audited and owner-certified submissions.

Data Entry Screen Application for Single / Combined Submissions		
	Audited	**Owner-Certified**
Balance Sheet Data	X	X
Profit & Loss Data	X	X
Equity Data	X	X
Cash Flow Data	X	X
Notes	X	X
Auditor's Reports	X	
Findings & Prior Audits	X	
Reserve Accounts Data	X	X
Surplus Cash & Fixed Asset Data	X	X
NH/Assisted Living Data	X	X
Certification/Federal Awards Data	X	X

The table below lists the entity and property data entry screens that require completion prior to validation for both audited and owner-certified consolidated submissions.

Data Entry Screen Application for Consolidated Submissions				
	Audited		Owner-Certified	
	Entity	*Property*	*Entity*	*Property*
Balance Sheet Data	X	X	X	X
Profit & Loss Data	X	X	X	X
Equity Data	X	X	X	X
Cash Flow Data	X	X	X	X
Notes	X		X	
Auditor's Reports	X			
Findings & Prior Audits	X			
Reserve Accounts Data		X		X
Surplus Cash & Fixed Asset Data		X		X
NH/Assisted Living Data	X	X	X	X
Certification/Federal Awards Data	X		X	

Accessing the Data Entry Screens

The **Statement Selection Screen** provides access to the data entry screens once the submission record has been created. Statements associated with a submission record have a status of "Draft" until validated.

To access the data entry screens, select the appropriate property name in the *Project* column (e.g., Elmwood Gardens) on the **Statement Selection Screen**. The data entry screens display for that property.

Supplemental Schedules with Financial Statement Data

Supplemental Schedules with Financial Statement Data is the first of the data entry screens in FASSUB. It contains four data links that provide access to the **Balance Sheet Data**, **Profit & Loss Data**, **Equity Data**, and **Cash Flow Data** screens.

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1998	12/31/1998

Supplemental Schedules with Financial Statement Data | **Notes & Auditor Reports** | **Supplemental Data**

Balance Sheet Data | Profit and Loss Data | Equity Data | Cash Flow Data

Account	Description	Value	Details
Assets			
1120	Cash - Operations	$ 300000	N/A
1121	Construction Cash Account	$ 25000	N/A
1125	Cash - Entity	$ 300000	N/A
3130	Total Net Assets	$ 2085500	N/A
2033T	Total Liabilities and Equity/Net Assets	$ 2860000	N/A

Save Your Work | Reset

[Validate Your Submission]

[Return to Statement Selection Screen]

Balance Sheet Data | Profit and Loss Data | Equity Data | Cash Flow Data

Supplemental Schedules with Financial Statement Data | **Notes & Auditor Reports** | **Supplemental Data**

The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations. *Remember: data elements (account numbers) available on a screen vary according to the submission type.*

Notes and Auditor Reports

The **Notes & Auditor Reports** is the second category of data entry screens in FASSUB. It contains three data links that provide access to the **Notes**, **Auditor's Reports**, and **Findings & Prior Audits** screens.

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1998	12/31/1998

Supplemental Schedules with Financial Statement Data | **Notes & Auditor Reports** | **Supplemental Data**

Notes | Auditor's Reports | Findings & Prior Audits

Account	Description	Value	Details
S3100-010	Organization and Presentation Note	Organization and Presentation Note	N/A
S3100-020	Prior Period Adjustment Note	Prior Period Adjustment	N/A
S3100-030	Prior Period Adjustment	$ 78000	N/A
	Please enter the additional notes:		[Details]

Save Your Work   Reset

[Validate Your Submission]

[Return to Statement Selection Screen]

Notes | Auditor's Reports | Findings & Prior Audits

Supplemental Schedules with Financial Statement Data | **Notes & Auditor Reports** | **Supplemental Data**

The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations. *Remember: data elements (account numbers) available on a screen vary according to the submission type.*

Supplemental Data

The **Supplemental Data** screen is the third category of data entry screens in FASSUB. It contains four data links that provide access to **Reserve Accounts Data**, **Surplus Cash & Fixed Asset Data**, **NH** [Nursing Home]**/Assisted Living Data**, and **Certification/Federal Awards Data** screens.

Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	0077701	01/01/1998	12/31/1998

Supplemental Schedules with Financial Statement Data	Notes & Auditor Reports	**Supplemental Data**

Reserve Accounts Data	Surplus Cash & Fixed Asset Data	**NH/Assisted Living Data**	Certification/Federal Awards Data

Account	Description	Value	Details
	Schedule of 5300 Accounts		
5301	Private Pay Room & Board	$	N/A
6990	Other Service Expenses	$	N/A

Save Your Work   Reset

[Validate Your Submission]

[Return to Statement Selection Screen]

Reserve Accounts Data	Surplus Cash & Fixed Asset Data	**NH/Assisted Living Data**	Certification/Federal Awards Data

Supplemental Schedules with Financial Statement Data	Notes & Auditor Reports	**Supplemental Data**

The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations. *Remember: data elements (account numbers) available on a screen vary according to the submission type.*

Account Entry

Data Field Types

The data entry screens contain several different types of data entry fields.

- **Numbers**. Only whole numbers are accepted in fields defined as having a "Datatype" of Numeric ("N") or Currency ("$"). The system does not accept letters, symbols, or punctuation marks in fields with these datatypes.
- **Negative Values**. Only certain accounts allow negative values to be entered. To represent a negative number, enter a minus sign in front of the number (e.g., -6). FASSUB does not accept parentheses around a number as a negative indicator.
- **Dates**. Only dates are accepted in fields defined as having a "Datatype" of Date Value ("DT"). A date must be entered using the following format: 2-digit month/2-digit day/4-digit year (MM/DD/YYYY).
- **Text**. Any type of data can be entered into this field with the exception of double quotes (").

> **NOTE:** Use the "Datatype" and "Negative Value Allowed" fields for each account, as defined in the Account Data Definitions appendices, to determine the allowable data.

Data Entry

1. Enter data in the *Value* field associated with each account.

> **NOTE:** The user can tab (using the Tab key) from account value to account value. If there is a drop-down menu, click on the down arrow to the right of the Value field to make a selection.

2. Click on the Save Your Work button.

Data Format Checks

FASSUB checks account entries throughout the data entry process to ensure data is entered accurately for electronic submittal. Each time the user saves data, the system checks the account values for correct format. The format checks performed by FASSUB during the "Save Your Work" function are listed in the next paragraph. If there are problems, an error screen displays that provides specific account numbers and the associated format error. The user can return to the previous screen and re-enter the values correctly (example on next page). When this type of error occurs, the data has not been successfully saved.

> **NOTE:** System checks of account entry only occur after the user clicks on the Save Your Work button.

- **Numbers**. If letters, symbols, or punctuation marks are entered into a number field, the error below will be received.

| 1120 | Cash - Operations | $ None | N/A |
| 1121 | Construction Cash Account | $ None | N/A |

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Account #	Error Message(s)
1120	Invalid data format was found. Please re-enter a numeric integer value and ensure there are no spaces.
1121	Invalid data format was found. Please re-enter a numeric integer value and ensure there are no spaces.

Back to the Data Entry Screens

- **Negative Values**. If a negative value is entered into an account for which only positive values are allowed, the user will receive the following pop-up message when they try to enter a new field or click on any other part of the screen. If the negative value is not corrected after the prompt, an error message will be generated when the Save Your Work button is clicked.

This value must be a positive integer value.

- **Dates**. If a value other than a 2-digit month/2-digit day/4-digit year (MM/DD/YYYY) is entered into the field, an error message will be generated when the Save Your Work button is clicked.

- **Text**. If double quotes (") are entered in a text field, the user will receive the following pop-up message when they try to enter a new field or click on any other part of the screen. If the double quotes are not removed after the prompt, an error message will be generated when the Save Your Work button is clicked.

Single quotes are acceptable, but you may not use double quotes in your entries.
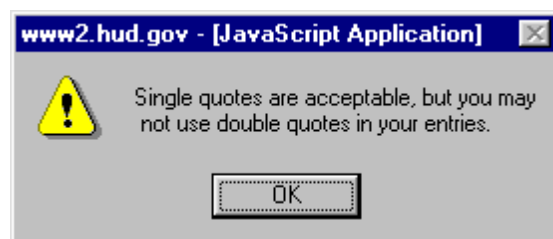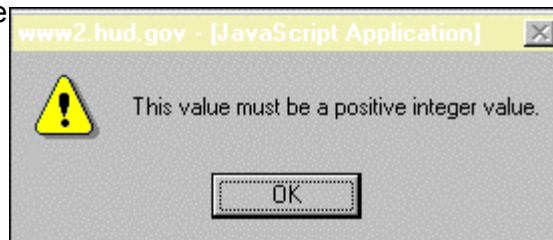
Detail Screen

Some accounts have associated links to additional screens for details to support an account value or to provide additional information. Accounts for which details may be required are indicated by a [Details] link in the Details column. Refer to the "Edit/Business Rules" for each account, as defined in the appendices, to determine whether details are required.

1340ODT	Other Deposits	$	[Details]
1340INT	Interest on Residual Receipts Accounts	$	N/A

Details are defined by the accounts that make up the "group". Details are grouped because they are repeatable.

There are two types of detail groups: "Level 1" details and "Level 2" details.

- "Level 1" details are accessible from the main data entry screens, via the [Details] links.
- "Level 2" details are accounts associated with a "Level 1" detail account, and are accessible via the [Details] link on the "Level 1" detail screens.

To enter details:

1. Click on the Details link for the account. The **Account Details** screen displays.

Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1998	12/31/1998

Account Details [Back to Reserve Accounts Data]

Account	Description	Value	Details
[Add A Detail]			
[Validate Your Submission]			
[Return To Statement Selection Screen]			

> **NOTE:**   Click on the Back to . . . link next to the title of the screen—Account Details—to return to the initial data entry screen. In the example shown, it is the Back to Reserve Accounts Data link.

2. Click on the Add a Detail link. The accounts for this set of details (in the example on the next page, it is Other Replacement Reserve Deposits) appears.

Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1998	12/31/1998

Account Details [Back to Reserve Accounts Data]

Account	Description	Value	Details
Details - Other Replacement Reserve Deposits			
1320OD-010	Description	Description 1	N/A
1320OD-020	Amount	$1500	N/A
	[Delete Group Accounts Above]		
	[Add a Detail]		
	Save Your Work Reset		
	[Validate Your Submission]		
	[Return To Statement Selection Screen]		

3. Enter the detail data in the *Value* field associated with each account.

    NOTE: The user can tab (using the Tab key) from account value to account
    value. If there is a drop-down menu, click on the down arrow to the right
    of the Value field to make a selection.

4. Click on the Save Your Work button.

    NOTE: You must enter a minimum of the first account value and the last account
    value in each set of details displayed on the screen/page to save the
    data.

5. Click on the Back to . . . link to return to the initial screen.

    NOTE: To enter another set of details, click on the Add a Detail link again and
    follow steps 1 through 4. The user can repeat this process to add as
    many sets of details as necessary.

To delete a detail group, click on the Delete Group Accounts Above link and the data for
the group located directly above is removed from the system. Once this action has been
taken, the data is *not* recoverable.

If a [Details] link appears on the "Level 1" Account Details screen, another layer of
details is required to support the data entered. The [Details] link provides access to an
Accounts Details screen referred to as "Level 2" details in this guide. "Level 2" details
follows the same process as "Level 1" details.

Get Info Button

When accessing the link for <u>Certification/Federal Awards Data</u> for Supplemental Data, audited submissions are required to enter an Audit Firm ID (UII) and then use the Get Info button to load certain audit firm information accounts with data from the Quality Assurance Subsystem (QASS). Entering the correct UII and selecting the Get Info button is the only method of entering data into these accounts.

The Get Info function requires the user to verify that their CPA information is correct on the **Verify that the following CPA Information is correct** screen. When the Get Info button is present, the following circumstances apply:

- For a single or combined audited submission, if this process is not completed, the submission cannot be validated.
- For consolidated submission, it only appears on the entity level (Consolidated Statement), and if not completed the submission cannot be validated.

To verify the Audit Firm ID:

1. Click on the [Save Your Work] button.

   NOTE: If you do not save your work prior to getting audit firm information, you will lose any data changes entered since the last save.

2. Click on the [Get Info] button. The following message displays.

3. Click on the OK button when prompted by the message to save your work.

The **Audit Firm ID (UII)** screen displays.

4. Enter the audit firm's unique identifier (UII) and click on the [Submit] button.
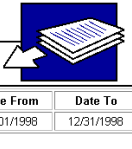
The **Verification** screen displays.

5. Verify the information and click on the Verify button.

The **Certification/Federal Awards Data** screen redisplays with the audit firm's unique identifier listed.

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Business Rules and Validation

Prior to an annual financial statement (AFS) being formally submitted, it must go through the validation process. All submission types must pass HUD's business rules for validation.

Validation follows the same procedures for all submission types, with the exception of the **Consolidated** submission. For Consolidated submissions, each statement associated with the submission record (entity and property level) must be validated in order to submit data. Validation can be done from any data entry screen in FASSUB; however, if all financial data has not been entered then this will result in many pages of validation errors.

An AFS will also fail validation if:

- Data from the basic annual financial statement (Balance Sheet, Statement of Profit & Loss, Equity Statement, and Statement of Cash Flows) is missing
- Supplemental Data is missing
- Notes with explanatory information relative to the owning organization and policy changes are missing
- Certifications (Mortgagor, Managing Agent, Auditor's) are missing
- Accounts that are calculations of other accounts do not reconcile
- Accounts that are required based on the presence of other accounts are missing

 NOTE: For a complete listing of the validation business rules, see the appendix for the appropriate submission type.

Validating a Single submission:

1. Click on the submission link (e.g., Bayside Apartments) in the *Project* column in the **Submission Status Box**.

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Submission Status Box

Tax ID	Project	AFS FYE	Submission Type	Submission Status
450331632	Consolidated Statement	12/31/2000	AUD-2000.04	Draft
888888807	Bayside Apartments	12/31/2000	OC>=300K	Draft

The **Statement Selection Screen** displays.

2. Click on the submission link (e.g., <u>Bayside Apartments</u>) in the *Project* column. The data entry screens for the single property displays.

3. Update the appropriate fields, scroll to the
    bottom and click on the Validate Your
    Submission link. A message window
    displays reminding the user to save their
    work before continuing, or to cancel the
    request.

> **NOTE:**   You will be prompted to save your
>   work prior to validating. If you don't save it, you will lose any data
>   changes entered since the last save, and the statement will not validate.

4. Click on the [OK] button. The **Your statement data has completed
    validation!** screen displays.

5. Click on the Return to Statement Selection Screen link. The **Statement Selection
    Screen** displays the status of the submission as Validated.

The AFS can now be submitted to HUD.

Validating a Combined submission:

1. Click on the Combined Statement link in the **Submission Status Box**.

Submission Status Box				
Tax ID	**Project**	**AFS FYE**	**Submission Type**	**Submission Status**
888888802	**Combined Statement**	12/31/1998	OC>=300K	Draft
888888807	**Consolidated Statement**	12/31/1998	OC>=300K	Draft

The **Statement Selection Screen** displays.

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Statement Selection Screen

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
Combined Statement			01/01/1998	12/31/1998	Draft	
CombCooperative III	00022203		01/01/1998	12/31/1998	Draft	
CombCooperative I	00022201		01/01/1998	12/31/1998	Draft	
CombCooperative II	00022202		01/01/1998	12/31/1998	Draft	

To submit the AFS, you MUST complete and validate a statement for each property listed above.

2. Click on the Combined Statement link in the *Project* column. The data entry screen for the combined property displays.

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/1998	12/31/1998
CombCooperative I	00022201	01/01/1998	12/31/1998
CombCooperative II	00022202	01/01/1998	12/31/1998
CombCooperative III	00022203	01/01/1998	12/31/1998

Supplemental Schedules with Financial Statement Data | Notes & Auditor Reports | Supplemental Data
Balance Sheet Data | Profit and Loss Data | Equity Data | Cash Flow Data

Account	Description	Value	Details
Assets			
1120	Cash - Operations	$ 300000	N/A
1121	Construction Cash Account	$ 25000	N/A
Members' Equity Data - Cooperatives			
4000T	Total Equity/Net Assets (Coops)	$ 2085500	N/A
2040T	Total Liabilities and Members' Equity (Coops)	$ 2860000	N/A

Save Your Work   Reset

[Validate Your Submission]

[Return to Statement Selection Screen]

Balance Sheet Data | Profit and Loss Data | Equity Data | Cash Flow Data
Supplemental Schedules with Financial Statement Data | Notes & Auditor Reports | Supplemental Data

3. Update the appropriate fields, scroll to the bottom and click on the Validate Your Submission link. A message window displays reminding the user to save their work before continuing, or to cancel the request.

    NOTE: If you do not save your work prior to validating, you will lose any data changes entered since the last save and the statement will not validate.

4. Click on the [OK] button. The **Your statement data has completed validation!** screen displays.

5. Click on the Return to Statement Selection Screen link. The **Statement Selection Screen** displays.

The submission can now be submitted.

Validating a Consolidated submission:

1. Click on the <u>Consolidated Statement</u> link in the *Project* column on the **Submission Status Box**.

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Submission Status Box

Tax ID	Project	AFS FYE	Submission Type	Submission Status
888888805	Elmwood Gardens	12/31/1998	OC>=300K	Draft
888888807	Consolidated Statement	12/31/1998	OC>=300K	Draft

The **Statement Selection Screen** displays.

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Statement Selection Screen

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
Consolidated Statement			01/01/1999	12/31/1999	Draft	
Bayside Apartments	00077701		01/01/1999	12/31/1999	Draft	
Oakwood Apartment	00077701		01/01/1999	12/31/1999	Draft	

To submit the AFS, you MUST complete and validate a statement for each property listed above.

FASSUB Main Menu

<REAC Financial Assessment for FHA/MF Housing>

Comments or Questions <REAC Technical Assistance Center>

2. Click on a submission link (e.g., <u>Bayside Apartments</u>) in the *Project* column. Data entry screen for the property displays. (next page)

Project Name	FHA/Contract Number	Date From	Date To
Bayside Apartments	00077701	01/01/1998	12/31/1998

Supplemental Schedules with Financial Statement Data — Notes & Auditor Reports — Supplemental Data

Balance Sheet Data — Profit and Loss Data — Equity Data — Cash Flow Data

Account	Description	Value	Details
Assets			
1120	Cash - Operations	$ 300000	N/A
1121	Construction Cash Account	$ 25000	N/A
1125	Cash - Entity	$ 300000	N/A
2033T	Total Liabilities and Equity/Net Assets	$ 2860000	N/A

Save Your Work   Reset

[Validate Your Submission]

[Return to Statement Selection Screen]

Balance Sheet Data — Profit and Loss Data — Equity Data — Cash Flow Data

Supplemental Schedules with Financial Statement Data — Notes & Auditor Reports — Supplemental Data

3. Update the appropriate fields, scroll to the bottom and click on the Validate Your Submission link. A message window displays reminding the user to save their work before continuing, or to cancel the request.

> **NOTE:** If you do not save your work prior to validating, you will lose any data changes entered since the last save, and the statement will not validate.

www2.hud.gov - [JavaScript Application]

? Did you remember to save your work? If yes, click the OK button, or click the Cancel button to nullify your request.

OK   Cancel

4. Click on the ⬚ OK ⬚ button. The **Your statement data has completed validation!** screen displays. (next page)

5. Click on the Return to Statement Selection Screen link. The **Statement Selection Screen** displays indicating the submission is validated (e.g., Bayside Apartments).

To continue with validation of a **Consolidated** submission, the user repeats these steps for all the other property statements (e.g., Bayside Apartments or Oakwood Commons) and the owning entity statement (Consolidated Statement). As validation is completed for each submission, the **Statement Selection Screen** reflects the change in their status from "Draft" to "Validated". Only when all projects are validated can the user submit the statements to HUD.

Validation Errors

When a financial statement is checked against HUD's business rules for that submission type and does not pass all the business rules, it will fail validation, and an error message displays providing specific account numbers and reasons. This enables the user to return to those accounts and correct the values before initiating the validation process again.

Note: For a complete listing of the validation business rules, see the appendix for the appropriate submission type.

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Project Name	FHA/Contract Number	Date From	Date To
Combined Statement		01/01/1998	12/31/1998
CombCooperative I	00022201	01/01/1998	12/31/1998
CombCooperative II	00022202	01/01/1998	12/31/1998
CombCooperative III	00022203	01/01/1998	12/31/1998

Account Number	Rejection Reason
1100T	This value must equal the sum of accounts 1120 through 1125, 1130N, 1135 through 1190, and 1200.
S1200T	This value must equal the sum of accounts 1120, 1121, 1125, 1170, and 1175.
S1300-010	This value must equal the sum of accounts 1120, 1170 and 1191.

[Back to the Data Entry Screens]

To correct business rule validation errors:

1. Click on the [Back to the Data Entry Screens] button. The action goes back to the screen where validation was attempted.

2. Go to the screen (or screens) that contain the accounts with errors and correct the values.

3. Click on the [Save Your Work] button before leaving each screen.

4. Click on the Validate Your Submission link to validate the submission again. Once all the errors are corrected, the **Your statement data has completed validation!** screen displays acknowledging the submission passed validation.

5. Click on the <u>Return to</u>
    <u>Statement Selection Screen</u>
    link to return to the
    Statement Selection
    Screen.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1998	12/31/1998

Your statement data has completed validation!

PLEASE NOTE: You still must **list, print,** and **submit** your final statement data to complete the process. To begin the submission or CPA Validation process, click on the "Return to Statement Selection Screen" link.

[Return to Statement Selection Screen]

Exiting the System

Click on the ⊠ control icon in the top right corner of the screen to close FASSUB. The
user can exit the system at any time.